

NORTH FLORIDA COLLEGE
RFQ-NFC-01-2024
INDIVIDUAL MEMBER WRITTEN SUBMISSION EVALUATION
APRIL 30, 2024 9:30 AM BUIDLING 9 RM 20 MEETING

Instructions for completing form:

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Respondent's written submission of qualifications. The maximum attainable point value for the written response is 75 points.

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Architectural Firm CRA Committee Member [Signature]

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info, Respondent/Project Team Info, Team Experience, References, Reputation, Litigation, Proximity, Quality Control, Budget, Time Requirements, Completeness of Submission, Supporting Docs.

Total Points 54 (54)

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1. Required Forms and Information (Up to 2 Points)

Points Awarded 1 1

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFQ-1, ARFQ-2, & ARFQ-4) (Up to 20 Points)

Points Awarded 15 15

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
- Include an organizational chart** indicating where each team member's position falls within each Firm's organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy.
- Personnel:** Using the provided form ARFQ-2, provide the specific individuals that will comprise the team assigned to North Florida College's projects. Also indicate the current and upcoming projects that each team member is involved with and the status or percentage (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether they are licensed, or the disciplines of training. Enclose resumes for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.
- Any applicable licenses, affiliations, education, and design awards
- The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Point of Contact for this RFQ immediately. The Evaluation Committee will determine whether the change in the team would have affected the Respondent's shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded a contract, the Respondent will not be permitted to alter its team without NFC's written approval.*

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**3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)**

Points Awarded 20

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
- In determining which projects are "most relevant" to the College's projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm's or person's role in that project as follows:
    - "Principal" or "Prime" if the project was accomplished by the Respondent or design consultant Firm.
    - "Consultant" or "Sub-Contractor" if the project was accomplished as a consultant to another Firm.
    - "I.E." (Individual Experience) if the project represents the experience of an individual on

the Project Team while working for another Firm.

- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
  - Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
  - Provide brief narratives on the facility and its relevance to the submittal project.
  - Provide contact information for the Owner, builder, and primary design partners (consultants).
  - Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner's representative at the time the Respondent’s services were provided. This will be used for the Reference Check. Incorrect information may impact the Respondent’s score.
- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The ten (10) projects may include those accomplished by one or more of the proposed consultants but INCLUDE NO MORE THAN 10 TOTAL PROJECTS.
  - Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method.

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**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

**Points Awarded** 77

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members.
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members.
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, “Evidence of Claim Resolution,” of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state “none” on the page.

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**5. Proximity of Firm to College (Up to 2 Points)**

**Points Awarded** 22

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

**Points Awarded** 88

Provide a narrative demonstrating the Respondent's approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Respondent's knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm's methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

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**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

Points Awarded 1 1

The ability of the Respondent's written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

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**8. Additional Supporting Documentation (Up to 2 Points)**

Points Awarded 0 0

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.



NORTH FLORIDA COLLEGE
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Architectural Firm CRA Committee Member #2

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info, Respondent/Project Team Info, Team Experience, References, Reputation, Litigation, Proximity, Quality Control, Budget, Time Requirements, Completeness of Submission, Supporting Docs.

Total Points 61

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1. Required Forms and Information (Up to 2 Points) Points Awarded 1

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds no work comp
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFQ-1, ARFQ-2, & ARFQ-4 (Up to 20 Points)

Points Awarded 20

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
- Include an organizational chart** indicating where each team member's position falls within each Firm's organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy.
- Personnel:** Using the provided form ARFQ-2, provide the specific individuals that will comprise the team assigned to North Florida College's projects. Also indicate the current and upcoming projects that each team member is involved with and the status or percentage (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether they are licensed, or the disciplines of training. Enclose resumes for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.
- Any applicable licenses, affiliations, education, and design awards
- The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Point of Contact for this RFQ immediately. The Evaluation Committee will determine whether the change in the team would have affected the Respondent's shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded a contract, the Respondent will not be permitted to alter its team without NFC's written approval.*

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**3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)**

Points Awarded 20

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
  - In determining which projects are "most relevant" to the College's projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm's or person's role in that project as follows:
    - "Principal" or "Prime" if the project was accomplished by the Respondent or design consultant Firm.
    - "Consultant" or "Sub-Contractor" if the project was accomplished as a consultant to another Firm.
    - "I.E." (Individual Experience) if the project represents the experience of an individual on

- the Project Team while working for another Firm.
- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
- Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
- Provide brief narratives on the facility and its relevance to the submittal project.
- Provide contact information for the Owner, builder, and primary design partners (consultants).
- Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner’s representative at the time the Respondent’s services were provided. This will be used for the Reference Check. Incorrect information may impact the Respondent’s score.
- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The ten (10) projects may include those accomplished by one or more of the proposed consultants but INCLUDE NO MORE THAN 10 TOTAL PROJECTS.
- Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method. 2

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**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

**Points Awarded** 8

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members.
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members.
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, “Evidence of Claim Resolution,” of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state “none” on the page.

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**5. Proximity of Firm to College (Up to 2 Points)**

**Points Awarded** 2

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

**Points Awarded** 9

Provide a narrative demonstrating the Respondent's approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Respondent's knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm's methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

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**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

Points Awarded 1

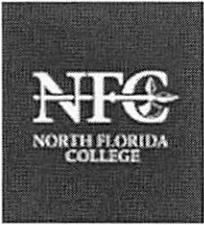
The ability of the Respondent's written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

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**8. Additional Supporting Documentation (Up to 2 Points)**

Points Awarded 0

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.



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Instructions for completing form:

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Architectural Firm CRA Committee Member 3

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info, Respondent/Project Team Info, Team Experience, References, Reputation, Litigation, Proximity, Quality Control, Budget, Time Requirements, Completeness of Submission, Supporting Docs.

Total Points 68.75

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1. Required Forms and Information (Up to 2 Points)

Points Awarded 1.75

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds ??
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFO-1, ARFO-2, & ARFO-4) (Up to 20 Points)

Points Awarded 20

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent’s professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
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- Any applicable licenses, affiliations, education, and design awards
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3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)

Points Awarded 23

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - o Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
- In determining which projects are “most relevant” to the College’s projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - o Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm’s or person’s role in that project as follows:
    - "Principal" or "Prime" if the project was accomplished by the Respondent or design consultant Firm.

8/10

- "Consultant" or "Sub-Contractor" if the project was accomplished as a consultant to another Firm.
  - "I.E." (Individual Experience) if the project represents the experience of an individual on the Project Team while working for another Firm.
  - Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
  - Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
  - Provide brief narratives on the facility and its relevance to the submittal project.
  - Provide contact information for the Owner, builder, and primary design partners (consultants).
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- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The ten (10) projects may include those accomplished by one or more of the proposed consultants but **INCLUDE NO MORE THAN 10 TOTAL PROJECTS**.
  - Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method. **2**

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**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

Points Awarded 8

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members. **3**
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members. **4**
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, "Evidence of Claim Resolution," of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state "none" on the page. **pg. 15**

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**5. Proximity of Firm to College (Up to 2 Points)**

Points Awarded 2

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

**Points Awarded** 12

Provide a narrative demonstrating the Respondent’s approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

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**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

**Points Awarded** 2

The ability of the Respondent’s written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

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**8. Additional Supporting Documentation (Up to 2 Points)**

**Points Awarded** 0

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Architectural Firm CRA Architects Committee Member 4

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info, Respondent/Project Team Info, Team Experience, References, Reputation, Litigation, Proximity, Quality Control, Budget, Time Requirements, Completeness of Submission, Supporting Docs.

Total Points 67

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1. Required Forms and Information (Up to 2 Points) Points Awarded 1

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
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Valid copy of License to do business in the State of Florida.
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Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFQ-1, ARFQ-2, & ARFQ-4 (Up to 20 Points)

Points Awarded 20

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
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**3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)**

Points Awarded 20

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
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the Project Team while working for another Firm.

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- Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
- Provide brief narratives on the facility and its relevance to the submittal project.
- Provide contact information for the Owner, builder, and primary design partners (consultants).
- Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner's representative at the time the Respondent’s services were provided. This will be used for the Reference Check. Incorrect information may impact the Respondent’s score.
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- Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method.

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**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

Points Awarded 9

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members.
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members.
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, “Evidence of Claim Resolution,” of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state “none” on the page.

\*\*\*\*\*

**5. Proximity of Firm to College (Up to 2 Points)**

Points Awarded 2

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

Points Awarded 12

Provide a narrative demonstrating the Respondent’s approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Respondent’s knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm’s methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

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**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

Points Awarded 3

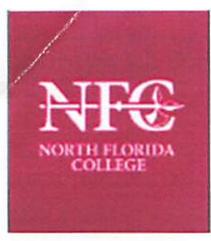
The ability of the Respondent’s written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

\*\*\*\*\*

**8. Additional Supporting Documentation (Up to 2 Points)**

Points Awarded 0

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.



NORTH FLORIDA COLLEGE
RFQ-NFC-01-2024
INDIVIDUAL MEMBER WRITTEN SUBMISSION EVALUATION
APRIL 30, 2024 9:30 AM BUIDLING 9 RM 20 MEETING

Instructions for completing form:

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Respondent's written submission of qualifications. The maximum attainable point value for the written response is 75 points.

\*\*\*\*\*

Architectural Firm CRA Committee Member 5

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info, Respondent/Project Team Info, Team Experience, References, Reputation, Litigation, Proximity, Quality Control, Budget, Time Requirements, Completeness of Submission, Supporting Docs.

Total Points 60.5

\*\*\*\*\*

1. Required Forms and Information (Up to 2 Points) Points Awarded 1.5

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds 500k on worker's comp, no fire
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFQ-1, ARFQ-2, & ARFQ-4 (Up to 20 Points)

Points Awarded 20

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
- Include an organizational chart** indicating where each team member's position falls within each Firm's organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy.
- Personnel:** Using the provided form ARFQ-2, provide the specific individuals that will comprise the team assigned to North Florida College's projects. Also indicate the current and upcoming projects that each team member is involved with and the status or percentage (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether they are licensed, or the disciplines of training. Enclose resumes for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.
- Any applicable licenses, affiliations, education, and design awards
- The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Point of Contact for this RFQ immediately. The Evaluation Committee will determine whether the change in the team would have affected the Respondent's shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded a contract, the Respondent will not be permitted to alter its team without NFC's written approval.*

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25/8 = 3.125 ea

3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)

Points Awarded 15.75

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
- In determining which projects are "most relevant" to the College's projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm's or person's role in that project as follows:
    - "Principal" or "Prime" if the project was accomplished by the Respondent or design consultant Firm.

1 - 2.125

2 - 3.125

3 - 2.0 not SREF staff

4 - 2.0 not SREF staff

5 - 1.5 not SREF staff N/A

6 - 1.0 not SREF staff manufacturing N/A

7 - 2 older than 7 yr

8 - 2.0 Not SREF staff

- "Consultant" or "Sub-Contractor" if the project was accomplished as a consultant to another Firm.
- "I.E." (Individual Experience) if the project represents the experience of an individual on the Project Team while working for another Firm.
- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
- Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
- Provide brief narratives on the facility and its relevance to the submittal project.
- Provide contact information for the Owner, builder, and primary design partners (consultants).
- Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner’s representative at the time the Respondent’s services were provided. This will be used for the Reference Check. Incorrect information may impact the Respondent’s score.
- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The ten (10) projects may include those accomplished by one or more of the proposed consultants but **INCLUDE NO MORE THAN 10 TOTAL PROJECTS**.
- Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method.

Many are listed as NO

Trade contractors? Hard Bid

\*\*\*\*\*

**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

**Points Awarded** 8

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members.
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members.
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, "Evidence of Claim Resolution," of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state "none" on the page.

Not dated

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**5. Proximity of Firm to College (Up to 2 Points)**

**Points Awarded** 1.75

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

**Points Awarded** 11

*Principal  
not indicated*

Provide a narrative demonstrating the Respondent’s approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Respondent’s knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm’s methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

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**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

**Points Awarded** 2.5

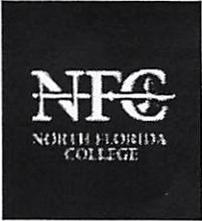
The ability of the Respondent’s written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

\*\*\*\*\*

**8. Additional Supporting Documentation (Up to 2 Points)**

**Points Awarded** —

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.



NORTH FLORIDA COLLEGE
RFQ-NFC-01-2024
INDIVIDUAL MEMBER WRITTEN SUBMISSION EVALUATION
APRIL 30, 2024 9:30 AM BUIDLING 9 RM 20 MEETING

Instructions for completing form:

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Respondent's written submission of qualifications. The maximum attainable point value for the written response is 75 points.

\*\*\*\*\*

Architectural Firm WALKER Committee Member [Signature]

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info (2/2), Respondent/Project Team Info (20/20), Team Experience (25/25), References, Reputation, Litigation (9/6), Proximity (2/1), Quality Control, Budget, Time Requirements (12/12), Completeness of Submission (3/3), Supporting Docs (2/2).

Total Points 69

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1. Required Forms and Information (Up to 2 Points)

Points Awarded 2

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFQ-1, ARFQ-2, & ARFQ-4) (Up to 20 Points)

Points Awarded 20

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
- Include an organizational chart** indicating where each team member's position falls within each Firm's organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy.
- Personnel:** Using the provided form ARFQ-2, provide the specific individuals that will comprise the team assigned to North Florida College's projects. Also indicate the current and upcoming projects that each team member is involved with and the status or percentage (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether they are licensed, or the disciplines of training. Enclose resumes for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.
- Any applicable licenses, affiliations, education, and design awards
- The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Point of Contact for this RFQ immediately. The Evaluation Committee will determine whether the change in the team would have affected the Respondent's shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded a contract, the Respondent will not be permitted to alter its team without NFC's written approval.*

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**3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)**

Points Awarded 25

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - o Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
- In determining which projects are "most relevant" to the College's projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - o Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm's or person's role in that project as follows:
    - "Principal" or "Prime" if the project was accomplished by the Respondent or design consultant Firm.
    - "Consultant" or "Sub-Contractor" if the project was accomplished as a consultant to another Firm.
    - "I.E." (Individual Experience) if the project represents the experience of an individual on

the Project Team while working for another Firm.

- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
- Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
- Provide brief narratives on the facility and its relevance to the submittal project.
- Provide contact information for the Owner, builder, and primary design partners (consultants).
- Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner’s representative at the time the Respondent’s services were provided. This will be used for the Reference Check. Incorrect information may impact the Respondent’s score.
- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The ten (10) projects may include those accomplished by one or more of the proposed consultants but INCLUDE NO MORE THAN 10 TOTAL PROJECTS.
- Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method.

\*\*\*\*\*

**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

Points Awarded 6

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members.
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members.
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, “Evidence of Claim Resolution,” of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state “none” on the page.

\*\*\*\*\*

**5. Proximity of Firm to College (Up to 2 Points)**

Points Awarded 1

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

Points Awarded 12

Provide a narrative demonstrating the Respondent’s approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Respondent’s knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm’s methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

\*\*\*\*\*

**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

Points Awarded 3

The ability of the Respondent’s written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

\*\*\*\*\*

**8. Additional Supporting Documentation (Up to 2 Points)**

Points Awarded 0

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.



NORTH FLORIDA COLLEGE
RFQ-NFC-01-2024
INDIVIDUAL MEMBER WRITTEN SUBMISSION EVALUATION
APRIL 30, 2024 9:30 AM BUIDLING 9 RM 20 MEETING

Instructions for completing form:

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Respondent's written submission of qualifications. The maximum attainable point value for the written response is 75 points.

\*\*\*\*\*

Architectural Firm Walker Architects, Inc Committee Member #2

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info (2/1.8), Respondent/Project Team Info (20/20), Team Experience (25/19), References, Reputation, Litigation (9/8.5), Proximity (2/1), Quality Control, Budget, Time Requirements (12/10), Completeness of Submission (3/2), Supporting Docs (2/1).

Total Points 63.3

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1. Required Forms and Information (Up to 2 Points)

Points Awarded 1.8

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFQ-1, ARFQ-2, & ARFQ-4 (Up to 20 Points)

Points Awarded 20

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
- Include an organizational chart** indicating where each team member's position falls within each Firm's organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy.
- Personnel:** Using the provided form ARFQ-2, provide the specific individuals that will comprise the team assigned to North Florida College's projects. Also indicate the current and upcoming projects that each team member is involved with and the status or percentage (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether they are licensed, or the disciplines of training. Enclose resumes for all key staff and discipline heads failed to demonstrate their experience as it relates to this project.
- Any applicable licenses, affiliations, education, and design awards
- The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Point of Contact for this RFQ immediately. The Evaluation Committee will determine whether the change in the team would have affected the Respondent's shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded a contract, the Respondent will not be permitted to alter its team without NFC's written approval.*

\*\*\*\*\*

3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)

Points Awarded 19

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - Submit up to ten ~~(10)~~ <sup>two</sup> most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
- In determining which projects are "most relevant" to the College's projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm's or person's role in that project as follows:
    - "Principal" or "Prime" if the project was accomplished by the Respondent or design consultant Firm.
    - "Consultant" or "Sub-Contractor" if the project was accomplished as a consultant to another Firm.
    - "I.E." (Individual Experience) if the project represents the experience of an individual on

- the Project Team while working for another Firm.
- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
- Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
- Provide brief narratives on the facility and its relevance to the submittal project.
- Provide contact information for the Owner, builder, and primary design partners (consultants).
- Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner’s representative at the time the Respondent’s services were provided. This will be used for the Reference Check. Incorrect information may impact the Respondent’s score.
- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The ten (10) projects may include those accomplished by one or more of the proposed consultants but INCLUDE NO MORE THAN 10 TOTAL PROJECTS.
- Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method.

\*\*\*\*\*

**4. References/Reputation of the Firm/Litigation (Up to 9 Points) Points Awarded 85**

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members.
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members.
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, “Evidence of Claim Resolution.” of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state “none” on the page.

\*\*\*\*\*

**5. Proximity of Firm to College (Up to 2 Points) Points Awarded 1**

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points) Points Awarded 10**

Provide a narrative demonstrating the Respondent's approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Respondent's knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm's methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

\*\*\*\*\*

**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

Points Awarded 2

The ability of the Respondent's written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

\*\*\*\*\*

**8. Additional Supporting Documentation (Up to 2 Points)**

Points Awarded 1

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.



NORTH FLORIDA COLLEGE
RFQ-NFC-01-2024
INDIVIDUAL MEMBER WRITTEN SUBMISSION EVALUATION
APRIL 30, 2024 9:30 AM BUIDLING 9 RM 20 MEETING

Instructions for completing form:

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Respondent's written submission of qualifications. The maximum attainable point value for the written response is 75 points.

\*\*\*\*\*

Architectural Firm Walker Committee Member 3

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info (2/1.75), Respondent/Project Team Info (20/20), Team Experience (25/25), References, Reputation, Litigation (9/7), Proximity (2/1), Quality Control, Budget, Time Requirements (12/12), Completeness of Submission (3/3), Supporting Docs (2/2).

Total Points 71.75

\*\*\*\*\*

1. Required Forms and Information (Up to 2 Points)

Points Awarded 1.75

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFO-1, ARFO-2, & ARFO-4 (Up to 20 Points)

Points Awarded 20

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate *Services to Be Provided*:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent’s professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
- Include an organizational chart** indicating where each team member’s position falls within each Firm’s organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy.
- Personnel:** Using the provided form ARFQ-2, provide the specific individuals that will comprise the team assigned to North Florida College’s projects. Also indicate the current and upcoming projects that each team member is involved with and the status or percentage (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether they are licensed, or the disciplines of training. Enclose resumes for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.
- Any applicable licenses, affiliations, education, and design awards
- The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Point of Contact for this RFQ immediately. The Evaluation Committee will determine whether the change in the team would have affected the Respondent’s shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded a contract, the Respondent will not be permitted to alter its team without NFC’s written approval.***

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3. Documented Experience-Use form ARFO-3 (Up to 25 Points)

Points Awarded 25

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - o Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
- In determining which projects are “most relevant” to the College’s projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - o Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm’s or person’s role in that project as follows:
    - "Principal" or "Prime" if the project was accomplished by the Respondent or design consultant Firm.

- "Consultant" or "Sub-Contractor" if the project was accomplished as a consultant to another Firm.
  - "I.E." (Individual Experience) if the project represents the experience of an individual on the Project Team while working for another Firm.
  - Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
  - Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
  - Provide brief narratives on the facility and its relevance to the submittal project.
  - Provide contact information for the Owner, builder, and primary design partners (consultants).
  - Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner's representative at the time the Respondent’s services were provided. This will be used for the Reference Check. Incorrect information may impact the Respondent’s score.
- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The ten (10) projects may include those accomplished by one or more of the proposed consultants but **INCLUDE NO MORE THAN 10 TOTAL PROJECTS**.
  - Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method. **3**

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**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

Points Awarded 7

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members. **3**
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members. **2**
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, "Evidence of Claim Resolution," of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state "none" on the page.

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**5. Proximity of Firm to College (Up to 2 Points)**

Points Awarded 1

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

Points Awarded 12

Provide a narrative demonstrating the Respondent’s approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Respondent’s knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm’s methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

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**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

Points Awarded 3

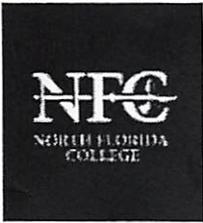
The ability of the Respondent’s written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

\*\*\*\*\*

**8. Additional Supporting Documentation (Up to 2 Points)**

Points Awarded 2

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.



NORTH FLORIDA COLLEGE
RFQ-NFC-01-2024
INDIVIDUAL MEMBER WRITTEN SUBMISSION EVALUATION
APRIL 30, 2024 9:30 AM BUILDING 9 RM 20 MEETING

Instructions for completing form:

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Respondent's written submission of qualifications. The maximum attainable point value for the written response is 75 points.

\*\*\*\*\*

Architectural Firm Walker Architects Committee Member 4

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info, Respondent/Project Team Info, Team Experience, References, Reputation, Litigation, Proximity, Quality Control, Budget, Time Requirements, Completeness of Submission, Supporting Docs.

Total Points 68

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1. Required Forms and Information (Up to 2 Points) Points Awarded 1

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

2. Respondent Information-Use forms ARFQ-1, ARFQ-2, & ARFQ-4) (Up to 20 Points)

Points Awarded 20

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
- Include an organizational chart** indicating where each team member's position falls within each Firm's organization showing the lines of authority, duties & responsibilities, continuity through design, construction, and post-occupancy.
- Personnel:** Using the provided form ARFQ-2, provide the specific individuals that will comprise the team assigned to North Florida College's projects. Also indicate the current and upcoming projects that each team member is involved with and the status or percentage (%) complete. Add, delete, or edit role/titles as needed and note non-applicable categories as needed. For all individuals listed, note whether they are licensed, or the disciplines of training. Enclose resumes for all key staff and discipline heads tailored to demonstrate their experience as it relates to this project.
- Any applicable licenses, affiliations, education, and design awards
- The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Point of Contact for this RFQ immediately. The Evaluation Committee will determine whether the change in the team would have affected the Respondent's shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded a contract, the Respondent will not be permitted to alter its team without NFC's written approval.*

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3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)

Points Awarded 23

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
  - Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
- In determining which projects are “most relevant” to the College’s projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm's or person's role in that project as follows:
    - "Principal" or “Prime” if the project was accomplished by the Respondent or design consultant Firm.
    - "Consultant" or “Sub-Contractor” if the project was accomplished as a consultant to another Firm.
    - "I.E." (Individual Experience) if the project represents the experience of an individual on

the Project Team while working for another Firm.

- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
  - Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
  - Provide brief narratives on the facility and its relevance to the submittal project.
  - Provide contact information for the Owner, builder, and primary design partners (consultants).
  - Verify that the contact information is still valid (names, email, and numbers). Add, where applicable, contact information for the current Owner’s representative, if different from the Owner’s representative at the time the Respondent’s services were provided. This will be used for the Reference Check. Incorrect information may impact the Respondent’s score.
- List the projects in priority order, with the most relevant project listed first and the least relevant project listed last. The ten (10) projects may include those accomplished by one or more of the proposed consultants but INCLUDE NO MORE THAN 10 TOTAL PROJECTS.
  - Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method.

\*\*\*\*\*

**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

Points Awarded 7

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members.
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members.
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, “Evidence of Claim Resolution,” of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state “none” on the page.

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**5. Proximity of Firm to College (Up to 2 Points)**

Points Awarded 1

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

Points Awarded 12

Provide a narrative demonstrating the Respondent's approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

Discuss the Respondent's knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm's methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

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**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

Points Awarded 3

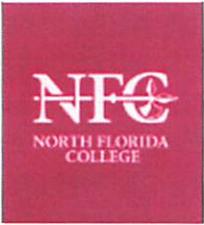
The ability of the Respondent's written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

\*\*\*\*\*

**8. Additional Supporting Documentation (Up to 2 Points)**

Points Awarded 1

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.



NORTH FLORIDA COLLEGE
RFQ-NFC-01-2024
INDIVIDUAL MEMBER WRITTEN SUBMISSION EVALUATION
APRIL 30, 2024 9:30 AM BUIDLING 9 RM 20 MEETING

Instructions for completing form:

The following criteria will be used by the Evaluation Committee to evaluate and assign points or scores to each Respondent's written submission of qualifications. The maximum attainable point value for the written response is 75 points.

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Architectural Firm Walker Committee Member #5

Table with 3 columns: Criteria, Maximum Points, Awarded Points. Rows include Required Forms/Info, Respondent/Project Team Info, Team Experience, References, Reputation, Litigation, Proximity, Quality Control, Budget, Time Requirements, Completeness of Submission, Supporting Docs.

Total Points 62.8

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1. Required Forms and Information (Up to 2 Points) Points Awarded 1.5

Failure to submit forms and/or information may result in disqualification of Respondent.

- Public Entity Crime Form (Required Form)
Drug-Free Workplace Certification (Required Form)
Acknowledgement of Addenda (Required Form)
Indemnification Clause (Required Form)
Conflict of Interest Disclosure (Required Form)
IRS Form W9 (Required Form)
Valid copy of License to do business in the State of Florida.
Certificates of Insurance at Required Thresholds Five
Proof Respondent is a Certified Minority Business Enterprise as defined by the Florida Small & Minority Business Assistance Act

need state designation

2. Respondent Information-Use forms ARFQ-1, ARFQ-2, & ARFQ-4 (Up to 20 Points)

Points Awarded 18

- General Information About Respondent:** Provide fully executed ARFQ-4
- Indicate Services to Be Provided:** Using the provided form ARFQ-1, provide a list of all disciplines to be part of Basic Services, along with the Respondent providing each service and the Respondent's professional license number from the appropriate Florida Licensing Board. Use names and license numbers of the Respondents as a whole, rather than of individuals in the Firm. Enter the number of previous projects on which the architectural design Respondent/consultant has worked with each sub-consultant. If the Respondent feels that its team will require the services of other specialty consultants or in-house specialty expertise, it should so indicate by adding additional lines.
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- Any applicable licenses, affiliations, education, and design awards
- The team proposed in this submittal must be available to provide the services for the project, throughout the project. If the Respondent discovers prior to the interview that any part of the listed team (either individual key staff or consultants) will not be available, it shall notify the Point of Contact for this RFQ immediately. The Evaluation Committee will determine whether the change in the team would have affected the Respondent's shortlist score. If the change would lower the score, the Respondent may be removed from the shortlist. Once awarded a contract, the Respondent will not be permitted to alter its team without NFC's written approval.**

-1  
Missing registration #s

-1  
Current number of projects not listed

\*\*\*\*\*

25/10 = 2.5 ea

3. Documented Experience-Use form ARFQ-3 (Up to 25 Points)

Points Awarded 17.3

- Respondents should note that the College is more interested in the staff proposed for this project than the corporate resumes of their respective Firms.
- Submit up to ten (10) most relevant projects, within the past seven (7) years, for which the Respondent – or its composing Firms – provided (or is providing) programming, design, construction documents, plans and specifications, and construction administration services. DO NOT include any NFC projects.
- In determining which projects are "most relevant" to the College's projects, consider location and sensitivity to adjacent buildings and visibility, the delivery method, and the demands of construction on a bustling campus. Also consider the Owner and location, relative size and cost, building/space types, complexity, staffing (how many members of the proposed team worked on the listed project?), currency (how recently was the listed project completed?), and performance metrics (schedule, budget, quality).
- Use the provided Form ARFQ-3 (one two-page form for each of the ten projects) and provide all requested information as follows:
  - Indicate which Firm(s) or staff the project is meant to illustrate the experience of, and state the Firm's or person's role in that project as follows:
    - "Principal" or "Prime" if the project was accomplished by the Respondent or design consultant Firm.

- 1 - 2.5
- 2 - 1.7 NOT SREF NOT HB
- 3 - 2.1 NOT HB
- 4 - 1.7 NOT SREF NOT HB
- 5 - 2.1 NOT SREF
- 6 - 1.0 older than 7
- 7 - 1.7 NOT SREF NOT HB
- 8 - 1.7 NOT SREF
- 9 - 1.7 NOT SREF
- 10 - 2.1 NOT SREF

2017 or newer

NOT Standard Form - OK?  
-1

- "Consultant" or "Sub-Contractor" if the project was accomplished as a consultant to another Firm.
- "I.E." (Individual Experience) if the project represents the experience of an individual on the Project Team while working for another Firm.
- Note the title and location of the project; indicate the services provided; and complete the other general project information (status, size, value, delivery method, etc.).
- Provide the names of all key staff – whether construction, design, or both – and check YES or NO to indicate whether each person is also on the proposed team for this submittal project.
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- Strong consideration will be given to the Respondent’s experience with SREF projects using the hard-bid delivery method.

\*\*\*\*\*

**4. References/Reputation of the Firm/Litigation (Up to 9 Points)**

**Points Awarded** 8

- Provide non-residential References. DO NOT include as references, NFC former or current employees, or NFC District Board of Trustees former or current members.
- Provide Letters of Recommendation. DO NOT include Letters of Recommendation from NFC former or current employees, or NFC District Board of Trustees former or current members.
- The Respondent must have satisfactory claim resolution. Provide a list, titled at the top of the page, "Evidence of Claim Resolution," of all pending litigation and all resolved litigation for the past seven (7) years which includes an explanation of each and the current status for all Firms listed on the ARFQ-1. If there is nothing to report, state "none" on the page.

ONLY 2?  
OK?

\*\*\*\*\*

**5. Proximity of Firm to College (Up to 2 Points)**

**Points Awarded** 1.5

Proximity of the Respondent relative to the NFC campus. Indicate proximity of the Respondent’s office which will support the projects to NFC and other evidence of availability, if any. Indicate if this is a branch office. Provide the address and provide evidence if the address is within the College’s service district of Hamilton, Jefferson, Madison, Lafayette, Suwannee, and Taylor counties.

**6. Quality Control, Cost Control and Value Engineering Assurances (Up to 12 points)**

**Points Awarded** 12

Provide a narrative demonstrating the Respondent's approach and ability to provide quality control and assurance in the production, evaluation, and checking of construction documents and specifications to include reduction of change orders. Indicate individual Principal or licensed Architect assigned to projects for direct supervision of production, quality control, signing, and sealing the final documents.

*Principal assigned? project manager ✓*

Discuss the Respondent's knowledge and experience in cost controls, and willingness to meet budget and time requirements. Describe the Firm's methodology and ability to fast track projects while maintaining high standards of quality service. As part of its services, Respondents shall demonstrate their knowledge and experience in the evaluation of building systems, construction techniques including hard-bid, and the recommendation of materials to create an optimum value in the design and meeting budget requirements with an emphasis on life cycle, sustainability, and maintenance.

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**7. Completeness, Responsiveness, and Effectiveness of the Submission (Up to 3 Points)**

**Points Awarded** 2.5

The ability of the Respondent's written response to satisfactorily convey a clear, straight forward, and concise depth of understanding and appreciation of the scope of work of the projects, documentation of qualifications, experience, and required compliance information, adherence to submission instructions and completeness of the written submission.

\*\*\*\*\*

**8. Additional Supporting Documentation (Up to 2 Points)**

**Points Awarded** 2

Additional Supporting Documentation: Include in this section any additional documentation that the Respondent would like for the Evaluation Committee to consider during the evaluation of this RFQ. LIMITED TO 10 PAGES.